



# County of San Mateo

## Request for Proposals (RFP) for

### San Mateo County Health

RFP No. HEP-2022-01

#### Request for Proposals No. HEP-2022-01 for Development and Coordination of two (2) ~~Full-scale~~ Multi-jurisdiction Health Emergency Preparedness Exercises

Number of Contracts to be Awarded	1
Contract Value	\$120,000
Expected Contract Duration	12 months
Authorized Contact Person	Shruti Dhapodkar, M.D Health Emergency Preparedness Manager
Authorized Contact Person e-mail	<a href="mailto:sdhapodkar@smcgov.org">sdhapodkar@smcgov.org</a>
RFP Release	Jan 28, 2022; 10:00 AM PST
Deadline for Questions	Feb 15, 2022; 5:00 PM PST
Proposal Due	Feb 28, 2022; 5:00 PM PST

# SECTION I - INTRODUCTION AND SCHEDULE

## A. General

The County of San Mateo (the “County” or SMC) covers most of the San Francisco Peninsula. The region covers 744 mi<sup>2</sup> and is home to nearly 800,000 residents. The County is made up of 20 incorporated cities. The County provides for the health and welfare of all people within its borders and serves as the local government for the unincorporated areas. Innovation thrives here in industries including bioscience, computer software, green technology, hospitality, financial management, health care, education and transportation. The County prides itself on how that prosperity fosters its commitment to protecting and enhancing the health, safety, welfare and natural resources of the community.

## B. Background

The mission of the San Mateo County Health (SMC Health) is to help San Mateo County residents to live longer and better lives. For more information on the San Mateo County Health, visit: [www.smchealth.org/divisions](http://www.smchealth.org/divisions).

San Mateo County Emergency Medical Services Health Emergency Preparedness Unit (HEP), a division of SMC Health, leads medical and health emergency preparedness and response activities across the health system. Health Emergency Preparedness Unit partners with stakeholders and the San Mateo County Healthcare Coalition, to strengthen the healthcare community’s ability to prepare for and respond to health and safety risks, including large-scale emergencies and surges in healthcare needs. Health Emergency Preparedness Unit developments and coordinates exercises, drills, and trainings on an annual basis, to ensure to SMC Health, local health providers and the emergency medical services system partners response efforts are at their best.

This Request for Proposals (“RFP”) seeks the submission of proposals from all interested and qualified parties, for two (2) ~~full-scale~~ multi-jurisdiction health emergency preparedness exercises for Fall 2022 and Spring 2023. The target start date for the agreement is Spring 2022 and the term is anticipated to be one (1) year, subject to negotiations of a final fixed-price agreement, in the not exceed amount of ONE HUNDRED TWENTY THOUSAND DOLLARS (\$120,000).

This RFP seeks proposals from all interested and qualified proposers. The County of San Mateo seeks by way of this RFP, proposals from all interested and qualified to obtain the listed services in a manner that maximizes the quality of services while also maximizing value to the County and, by extension, the citizens of the County. Proposers must be able to show that they are capable of performing the services requested. Such evidence includes, but is not limited to, the respondent's demonstrated competency and experience in delivering services of a similar scope and type and local availability of the proposer's personnel and equipment resources.

## C. Schedule

<b>RFP Released</b>	January 31, 2022, PST
<b>Deadline for Questions, Comments and Exceptions</b>	February 15, 2022, 5:00 PST
<b>Proposal Due Date and Time</b>	February 28, 2022, 3:00 PST
<b>Interviews (tentative)</b>	TBD
<b>Anticipated Contract Award Date</b>	March 15, 2022

## B. Stakeholders

Stakeholders will include, but not limited to, Department of Emergency Management (DEM), Law & Fire departments, Emergency Medical Services, San Francisco International Airport, San Mateo County Public Health, San Mateo County Hospitals, Healthcare coalition, Medical Reserve Corps (MRC), San Mateo County Mosquito and Vector Control District, California Department Public Health, 95th Civil Support Unit, American Red Cross, Community Emergency Response Teams (CERT), Terrorism Counter Assault Team (TCAT), FBI, and others. Prospective contractors will coordinate and lead the design, facilitation, planning, development, execution, and evaluation of a (HSEEP) compliant Terrorism Response and CERT/ TCAT Exercise. The Terrorism Response Exercise will include two full-scale exercises. Multiple agencies, cities and jurisdictions will participate in these exercises. The contractor will work with HEP staff to create and implement products and activities for all exercises, trainings as well as any associated activities. The successful completion of these deliverables will require a thorough understanding of HSEEP requirements and principals, and the planning and exercise needs of SMC Health, and other healthcare entities.

## C. Deliverables

The contractor will work with HEP staff and other stakeholders as needed. The contractor(s) will be responsible for participating in HEP program led exercise activities as needed (e.g., Tabletop planning) to allow for maximum efficiency in planning, and leading activities related to the functional exercise including planning meetings, trainings, etc. to include, but not limited to:

- (1) Design, plan and implement one (1) multi-agency a functional exercise and one (1) full-scale exercise, each multi-agency for two full-scale Terrorism Response exercise in compliance with HSEEP principles and standards based on the scenario provided.
- (2) Work with Exercise & Training Workgroups Members of the San Mateo County Healthcare Coalition to assist in planning. Assure that key participants and planners are contacted to participate in scheduled planning meetings from all participating organizations.
- (3) Work with HEP program staff to determine plans, procedures and/or policies and capabilities to be tested and develop corresponding exercise goals and objectives for Law & Fire authorities, American Red Cross, Community Emergency Response Teams (CERT), Terrorism Counter Assault Team (TCAT), SMC Health DOC staff and other participating organizations. Reference Statewide exercise documents.
- (4) Plan, schedule, organize, conduct, record, and share results of HSEEP compliant meetings, including, but not limited to:
  - a. Concept and Objectives Meeting
  - b. Initial Planning Meeting
  - c. Midterm Planning Meeting
  - d. (Master Scenario Events Lists) MSEL Meeting
  - e. Final Planning Meeting
  - f. Evaluator Training(s)
  - g. Functional and Full-scale Exercises
  - h. Hot Wash/Debriefing
  - i. After Exercise Meeting
  - j. Contractor will develop for PowerPoint Presentations for the above meetings to be reviewed and approved by HEP staff.
- (5) Develop and submit exercise planning and evaluation documents, including, but not limited to:
  - a. Agendas, minutes, sign-in sheets for all meetings, conferences and exercises
  - b. Exercise Plan
  - c. MSEL with injects from and/or for all participants